

Fermilab New/Transferring Employee Orientation Checklist

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<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Employee's Name	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Fermi ID#
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Supervisor's Name	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Fermi ID#
<p style="text-align: center;">GENERAL</p> <p>The supervisor must review the following information with the new/transferring employee or ensure that each applicable item is demonstrated/reviewed. The new/transferring employee should initial each item after the item has been reviewed or demonstrated and feels that they have a good grasp of the item. Questions or uncertainties should be cleared up before initiating the item. Upon completing the checklist, both the employee and the supervisor should sign and date the checklist.</p>	

TOPICS	INITIALS	
<u>General Administrative Information</u>	Emp	Supv
1. Review Fermilab ES&H Manual		
2. Safety Responsibility Employee (Include reporting of "near misses", dangerous condition, accidents, etc.) Line Management Laboratory ES&H Policy and Goals		
3. Employee Access to Medical, Monitoring, and Personnel Records		
4. Absence from Fermilab Vacation Business Trips Sick		
5. Responsibility For Property Security Key Boxes Reporting Lost or Stolen Property Removal of Property from Fermilab Assignment of Keys		
6. Use of Telephones Phone Directory Personal Calls Use of Pager		
7. Computer E-mail Software Security Licensing Policy, etc. Training (MS Word, Excel, File Maker Pro, etc.)		
8. Creation and Maintenance of Records		
9. ID card		
10. Vehicle Safety and Vehicle Sticker		
11. Mail Station Number and Location		
12. Introduction to Staff (Include location of ES&H and Health Physics representatives)		
13. Section Personnel Policy Guide		

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TOPICS		INITIALS	
<u>Emergency Procedures/Equipment</u>		Emp	Supv
1. Building, Laboratory and Wilson Hall Emergency Alarms			
2. Fire Evacuation Routes			
3. Assembly Areas			
4. Tornado Shelter			
5. Area Emergency Wardens			
6. Reporting of Emergencies (x3131) Spills Threats Injury Environmental Incident			
7. Exits, Safety Showers, Eyewash Fountains			
<u>Safe Work Practices</u>			
1. Compressed Gas Cylinders			
2. Lockout/Tagout			
3. Pressure Safety			
4. Housekeeping			
5. Safe Lifting Techniques			
6. ODH Areas			
7. Radiation Personnel Dosimetry Program Radiation Worker Training Source Training Material Move Training			
8. Hazardous Materials Material Safety Data Sheets Labeling NFPA Review/Stamp			
9. Electrical Safety			
10. Material Handling Crane Operation Forktruck Operation			
11. Bloodborne Pathogens			
12. Fire Extinguishers			
13. Lasers			

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TOPICS	INITIALS	
<u>Personal Protective Equipment</u> (Care, Repair and Replacement)	Emp	Supv
1. Eye (Safety Glasses)		
2. Foot (Safety Shoes)		
3. Head (Hard Hats)		
4. Hand (Work Gloves)		
5. Respirators Training Medical Surveillance Fit-Testing		
<u>Miscellaneous Items</u>		
1. Building access Lock down procedures After hours access Parking locations and restrictions		
2. Prohibited Articles from being brought onto site Alcoholic Beverages Illegal Drugs Hazardous Materials Explosives and Incendiary Devices Firearms/Weapons Radioactive Sources		
3. Smoking Regulations		
4. Location of Medical Department		
5. Visitor Procedures and Responsibilities		
<u>Supervisor's Briefing</u>		
1. Expectations		
2. Roles and Responsibilities		
3. Authority		
4. Housekeeping		
5. Requisitioning Supplies and Equipment		
6. Time Off		
7. Other _____		
<p>I have completed all activities associated with each item which is applicable to my position within the _____ Division/Section and have discussed all issues/concerns with my supervisor.</p> <p>_____</p> <p style="text-align: center;">Employee Signature Date</p> <p>I have discussed all applicable items with the above named employee. I am satisfied that he/she has completed all items appropriate for their position. All items that are not applicable have been marked, "NA".</p> <p>_____</p> <p style="text-align: center;">Supervisor Signature Date</p>		